

DISTRACTIBILITY

PARK YOUR THOUGHTS

Internal distractions are just your brain trying to save ideas for later. By parking them, you externalise your working memory and free up focus fuel.

STEP 1: SET UP YOUR PARKING LOT

- A notebook
- Open doc / Voice note
- Sticky note / Scrap paper
- Master Task List

Step 2: When a thought pops up...

Write it down immediately. Then return to the task in front of you.

THE PARKING LOT



POST-SESSION REVIEW

STEP 3: END OF SESSION TRIAGE

WHICH ONES NEED ACTION? *(transfer to master list)*

WHICH ONES WERE JUST BRAIN NOISE? *(delete or ignore)*

HOW DID IT FEEL TO CAPTURE INSTEAD OF CHASE?

You've just externalised your working memory and freed up much-needed focus fuel for the things that actually matter.

